

Nebraska Information Technology Commission

Project Proposal Form

**New or Additional State Funding Requests
for the FY2001-03 Biennial Budget**

Project Title	County Website Project
Agency/Entity	Secretary of State

Project Proposal Form

General instructions for completing this form:

Sections I, II, III and IX are mandatory and must be completed for every project. For all other sections, the proposing entity may use its best judgment in consideration of the project's size and scope to determine those narrative elements that are non-essential in terms of evaluating the project. To indicate, write "Not Applicable" and provide a short rationale why the narrative element is not germane to the project and its evaluation. The assessment document used to score proposed projects can be found at <http://www.nitc.state.ne.us/forms/>.

Contact information regarding this form:

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Section I: General Information (Required)

Project Title	County Website Project
Agency (or entity)	Secretary of State

Contact Information for this Project:

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Project Proposal Form**Section II: Executive Summary** (Required)

Provide a one or two paragraph summary of the proposed project. This summary will be used in other externally distributed documents and should therefore clearly and succinctly describe the project and the information technology required.

The Secretary of State's Office is requesting funding to increase online access to county governments by following the model used by Nebrask@ Online for state agencies. The requested funding would provide for development, hosting and maintenance of websites for county government. The Secretary of State's Office will partner with Nebrask@ Online to provide website development and hosting for the counties. Nebrask@ Online will also provide training so that counties can maintain and update their sites.

This project will allow counties, particularly those without the means or expertise to develop their own sites, to develop a web presence and provide information and services online. Possible applications include access to agendas and notices, e-mail for county personnel, and interactive applications for such things as marriage licenses and land records and various permits and licenses. The Secretary of State's Office believes that this project will provide additional access to service for citizens and allow counties to provide those services more efficiently.

(Required)

1. Describe the project, including the specific goals and objectives.

See generally the executive summary above especially for goals and objectives. The Secretary of State's Office, under its current agreement with Nebrask@ Interactive Inc., Network Manager for Nebrask@ Online, would partner with the network manager and let them use their experience in developing, hosting, training and maintaining websites with government entities to host work with Nebraska Counties generally following the model which has allowed the network to jointly with state agencies to develop and host sixty agency websites.

2. Describe the project's relationship to the entity's comprehensive information technology plan.

As Chairman of the State Records Board the Secretary of State is charged with oversight of electronic access to government information through the gateway. This project is aimed directly at improving electronic access to government information. See goal number one in the Agency Technology Plan.

"1. Assist Counties in developing and maintaining websites and related information and services working with the State Records Board and Nebrask@ Online."

3. Describe the project's objectives and how they support the goals of the NITC and/or the priorities of the Community Council, Education Council, and/or State Government Council. [These goals and priorities can be found in Section 1 of the Statewide Technology Plan at <http://www.nitc.state.ne.us/stp/> or <http://www.nol.org/home/IRC/pdf/stp/section1.pdf>]. For comparison and reference purposes, please refer to the goals and priorities using their alphanumeric designation (e.g. NITC-1, CC-1).]

Project Proposal Form

Consistent With:

NITC-1

Expand Citizen Access to Government Information

Enhance Services to Nebraska Communities and Citizens

Relationship between the project and these goals is obvious. This project provides an opportunity for our counties to provide information to the citizens and tremendously enhance services to the citizens.

NITC-2

Develop new way to aggregate demand, reduce costs, and create support networks

By developing websites for all counties this project will reduce costs when compared to developing sites separately, and create a support network for county websites among the different counties due to uniformity of the sites created and also support network from Nebrask@ Online.

Encourage collaboration among communities of interest

This project will work with NACO and the counties on developing applications that can be used by multiple counties.

NITC-3

Support rapid deployment of appropriate technology, and reduce or eliminate cumbersome regulations or bureaucracy

Using Nebrask@ Online's experience developing and hosting sites this project will show rapid results without the counties or their citizens having to follow needless regulations or bureaucracy.

Section IV: Scope and Projected Outcomes

Describe the project's specific scope and projected outcomes, including any important exclusions. The narrative should address the following:

1. Beneficiaries of this project and the need(s) being addressed;

Beneficiaries would be those who access county services or use county information. Like most e-government and e-commerce applications this project will probably not create any new services, it will simply provide a faster, more efficient and convenient delivery vehicle for those services. Counties will also benefit from this project which will allow them to continue to hold a significant position in the government hierarchy in the information age. The state may benefit from increased electronic access to information and increases in transferring electronic information as opposed to the paper format.

2. Expected outcomes of the project;

Development of a web presence for most if not all counties in Nebraska

Allowing the immediate exchange of information with the county without citizens having to visit or call county offices during regular business hours

Increased access to public information such as meeting agendas

Project Proposal Form

Increase in data collected in electronic format, possible standardization of data and enhanced ability to transfer of data to other parties.

3. Measurement and assessment methods that will verify project outcomes;

Measure the number of hits or visits to county websites

For online interactive services monitor services provided online vs. conventional methods

4. Significant constraints of the project (Constraints are factors that will limit the project management team's options.);

The extent to which county applications are currently automated

The extent to which automated county applications are uniform across county lines

The extent to which county employees will have time for training and website maintenance and updating

5. Significant assumptions relating to the project (Assumptions are factors that, for planning purposes, will be considered to be true.).

County personnel will have the time and will appropriately prioritize the maintenance and upgrading of their websites.

The Model used for Nebrask@ Online to for training hosting and maintenance of websites used with state agencies will work well for the counties.

Section V: Project Justification / Business Case

Justify the project either in terms of an economic return on investment or other benefits to the entity or the public. The narrative should address the following:

1. Cost/benefit analysis and a life cycle cost analysis;

Difficult to quantify, however we believe that significant goals can be achieved at a relatively moderate cost

2. Impact the project will have on the customers, clients, and citizens. What services or processes will be changed or implemented, with respect to customer service, productivity, quality, or performance; Project should increase internal efficiency of county governments (interactive applications and information provided will be less work for employees) and increase convenience and access to services for citizens.

3. Impact the new system has on current problems and how it will impact the entity's policies, procedures, standards, staffing, costs, and funding;

Difficult to quantify, hard to speak for the counties in this regard. Anticipated greater involvement in government, greater understanding of government policies, services availability increased for citizens

4. Other solutions that were evaluated and why they were rejected. Include their strengths and weaknesses. Explain the implications of doing nothing and why this option is not acceptable;

Project Proposal Form

The only other solution that was explored was the counties each developing their own websites. It was concluded that this approach would be slower and less efficient than development jointly through Nebrask@ Online and costs would be increased.

5. The project's compliance with any state or federal mandates. If yes, please specify the mandate being addressed.

None that have been currently identified.

Section VI: Implementation

Describe the implementation plan -- from design through installation and ongoing support -- for the project. The narrative should address the following:

1. Project sponsor(s) and stakeholder acceptance analysis;

The Secretary of State's Office sponsors this project, and will work with NACO, Nebrask@ Online and individual county officials to implement it. A pilot project in several counties is already in place, acceptance of the project has been very positive.

2. Define the roles, responsibilities, and required experience of the project team;

Development will be the responsibility of Nebrask@ Online which has extensive experience in this type of work.

3. List the major milestones and deliverables for each milestone;

Major milestones will be unveiling of county websites and the implementation of interactive and cash based transactions on those sites.

4. Training and staff development requirements and procedures;

Nebrask@ Online staff will train county employees to maintain and update their sites at regional meetings.

5. Maintenance and on-going support requirements, plans and provisions.

Funding has been requested for ongoing training and support of operations.

Section VII: Technical Impact

Describe how the project enhances, changes or replaces present technology systems, or if new systems are being added. The narrative should address the following:

1. Descriptions of hardware, software, and communications requirements for this project. Describe the strength and weaknesses of the proposed solution;

Standard internet servers and communications, servers will be housed and maintained at Nebrask@ Online. Currently all counties have dial up internet networking capabilities. Implementation of a statewide IP network would enhance high speed data transfer capabilities. Nebrask@ Online operates its servers in a UNIX environment.

Project Proposal Form

2. Rationale for determining the selection and appropriateness of the proposed technology components compared to the needs of the users;

Internet access seems the most widely used method of providing electronic services to citizens.

3. Issues pertaining to reliability, security and scalability (future needs for growth or adaptation);

Firewall/security provisions currently used for state applications will be used for county applications where appropriate. Any privacy law and regulations will be identified and provided in a manner consistent with any law and regulation.

4. Appropriateness of the key technologies with respect to generally accepted industry standards;

Key technologies are appropriate based on current industry standards. The project will use industry standards to provide the best service for the counties based on the current available technology on the county level.

5. Compatibility with existing institutional and/or statewide infrastructure.

Resources would be shared/compatible with current resources used for state web hosting.

Section VIII: Risk Assessment

Describe possible barriers and risks related to the project. (If a detailed risk assessment has been performed, please attach.) The narrative should address the following:

1. Describe the risk assessment which has been performed on this project;

The Secretary of State's Office has tried to determine the risks of this project by discussing the project with parties with experience and knowledge in the area and stakeholders in the project, including NACO, County Commissioners and other officials, NIDCAC, CIO's Office, DOC, etc.

2. List the identified risks, and relative importance of each;

1. County resources available to support project
2. Communications network in place to support project (current dial up network)
3. Communications an infrastructure between county offices

4. Identify strategies which have been developed to minimize risks;

Use of model which has been developed and used successfully for state government. A specific methodology is being developed to work through county infrastructure problems. This will assist in providing the best possible services for counties based on their current infrastructure and resources.

5. Impact if project is not completed as proposed.

Counties will continue to do business as they have in the past.

Project Proposal Form

Section IX: Financial Analysis and Budget (Required)

1. Financial Information

Financial and budget information can be provided in either of the following ways:

(1) If the information is available in some other format, either cut and paste the information into this document or transmit the information with this form; or

(2) Provide the information by completing the spreadsheet provided with this document.

Instructions: Double click on the Microsoft Excel icon below. An imbedded Excel spreadsheet will be launched. Input the appropriate financial information. Close the spreadsheet. The information you entered will automatically be saved with this document. If you want to review or revise the financial information, repeat the process just described.



Excel Spreadsheet
(Double-click)



See No. 2 below

2. Provide any on-going operation and replacement costs not included above, including funding source if known:

Budget

- 2 web design & training specialists
 - Annual Salary \$30,000 each over 15 months \$75,000
 - Benefits 20,000
- Equipment
 - 1 work stations @ \$5,000 each 5,000
 - Web server & software 20,000
- Travel & Training
 - Quarterly regional meetings (5), 6 locations
 - Accommodations (training rooms, etc.) x 5 1,250
 - Mileage (1000 miles @ 0.32) x 5 1,600
 - Lodging & Per Diem (\$200 per location) x 5 6,000
 - Training Materials (75 manuals @ \$5 each) x 5 1,875

TOTAL 130,725 (One time)

- One web design and training specialist 30,000
- Benefits for above 8,400
- Ongoing Travel and Training 11,000

Project Proposal Form

TOTAL

49,400 (ongoing)

Funding would be from the Uniform Commercial Code Cash fund which has historically derived part of its revenue from county services.

3. Please indicate where the funding requested for this project can be found in the agency budget request, including program numbers. Also, please provide a breakdown of all non-state funding sources and funds provided per source.

This Project is found in Program 089 Uniform Commercial Code and Program 086 Records Management